

FIRE PUBLIC INFORMATION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative position in the fire department, the primary duties of which include providing the news media with information on fires, emergency medical services, hazardous material events, fire prevention operations, and other department events that are newsworthy or designated as so by the fire chief. Employee will also be responsible for special projects, such as press conferences, guest lecturing, and/or other duties as prescribed by the fire chief. Because employee in this class will have access to sensitive and confidential internal department information, the exercise of mature, independent judgement is required. The Public Information Officer is required to be on duty or subject to call at all times and is accountable directly to the fire chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Serve as department representative to the news media, releasing information and answering questions pertaining to fires, EMS, HazMat, fire prevention and/or investigations, fire communications, training, maintenance, and any other department related affairs, including human interest stories deemed noteworthy by the Fire Chief.

Responds to all major fires, including fires involving injury (department or civilian) or fatality, level II HazMat incidents, major accidents or emergency medical operations involving lengthy department involvement or unusual circumstances, mass casualty incidents, or when requested to respond by the incident commander. At emergency scene, coordinate all information about the incident and to answer questions of the media, city officials, or citizens.

Serve as official department representative at any required meeting in order to give reports, make recommendations, and keep informed on local trends that may affect the fire service. Make

speeches on fire department matters before school and civic groups.

Advises Fire Chief and other designated department officers on matters that may affect the department's public image. Writes reports as assigned by the Fire Chief to document activities in the area of public information/relations. Maintain department web site and development of newsletter. Maintains file and record of all press releases and published news stories concerning the department.

Participates in the department's training program by serving as an instructor in the area of public information, public relations, and public speaking.

Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the state of Louisiana, and passing a civil service examination for the position.

Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Before appointment, must have a valid Louisiana driver's license, which would qualify applicant to operate all required department equipment.

Must have a high school diploma or a valid certificate of equivalency issued by the state department of education, supplemented by eighteen (18) hours of course work in the field of communications. The successful candidate should have a minimum of 3 years of progressive fire/EMS service experience of working closely with a fire service. Candidates should possess excellent written and verbal communications skills and knowledge of current computer technologies and word processing.

OR

Must have an associate or bachelor's degree in communications or

related field (including speech, journalism, broadcast journalism, or a related curriculum).